

FEDERAL CORRECTIONAL INSTITUTION MCKEAN



ADMISSION & ORIENTATION HANDBOOK

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FCI MCKEAN

INMATE INFORMATION HANDBOOK

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**FCI MCKEAN
INMATE INFORMATION HANDBOOK**

INTRODUCTION

The purpose of this handbook is to provide incoming inmates and others interested in the Federal Bureau of Prisons with general information regarding the Bureau of Prisons.

Inmates are given a case management, medical, and mental health screening at the time of arrival. Inmates are immediately provided with a copy of the institution's rules and regulations, which include information outlining inmate rights and responsibilities.

Orientation

Ordinarily within 30 days following an inmate's arrival, he will be assigned to the admission and orientation (A&O) program. He will be placed on call-out, which is posted daily in the respective housing unit, to report to the institution chapel. While in A&O, inmates will learn about the programs, services, policies, and procedures regarding the facility. Also, they will hear lectures from staff regarding their specific programs and departments. After completion of the A&O program, inmates will be assigned to an appropriate work assignment.

Classification Teams (Unit Teams)

FCI McKean is organized into a unit management system. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a unit team directly responsible for those inmates living in that unit. Unit offices are located in the housing units so staff and inmates can be accessible to each other. A unit team typically includes one unit manager, two case managers, two correctional counselors, and one unit secretary. When available, an education advisor and the unit officer will sit on a unit team and are considered members of the unit team.

Inmates are assigned to a specific unit team. Generally, the resolution of issues or matters of interest are more appropriately initiated with the unit team. Unit team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of your unit staff will be at the institution on weekdays, weekends, and holidays. The unit team members usually schedule their work hours in such a manner that at least one (1) team member will be available at times when inmates are not working. A copy of your unit staffs' work schedule is posted on the unit bulletin board.

General Functions of Unit Staff

Unit Manager - The unit manager is the administrative head of the unit and oversees all unit programs and activities. He or she is a department head at the institution and has a close working relationship with other departments and personnel. As "chairperson" of the unit team, the unit manager reviews all team decisions and may chair the unit discipline committee.

Case Manager - The case manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. He or she is supervised by the unit manager on a daily basis and the case management coordinator (a specialized department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The case manager serves as a liaison between the inmate, the administration, and the community. The case manager is a frequent member of the unit discipline committee. Additionally, the case manager will provide access to a diplomatic representative for foreign national inmates if requested.

Correctional Counselor - The correctional counselor provides inmates with counseling and guidance in the areas of institutional adjustment, personal difficulties, and plans for the future. He or she plays a major role in all segments of unit programs and is a member of the unit team. The correctional counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. The correctional counselor holds major responsibility for the security, safety, and sanitation of the unit. He or she is also responsible for creating and maintaining inmate visiting and telephone lists. The correctional counselor is a frequent member of the unit discipline committee.

Unit Secretary - The unit secretary performs clerical and administrative duties. Additionally, the secretary will make the transportation arrangements for an inmate's transfer to a community corrections center or release to the community.

Unit Officer - The unit officers have direct responsibility for the day to day supervision of inmates and the enforcement of institution rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit officers are in regular contact with inmates in the units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit officers are jointly supervised by the unit manager and the captain (chief correctional supervisor) during his or her unit assignment. Additionally, they may sit as a member of the unit team.

Communications

There is a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest to inmates, as well as unit staff members' work hours. Unit managers may use town hall meetings at his or her discretion to foster improved communication. Each unit maintains open house hours in order to address inmate concerns. The open house hours are posted in each unit.

Program Reviews

Program reviews will be held every 90 days for those inmates within 12 months of release and every 180 days for inmates with more than 12 months remaining until release. These are held by the unit teams to review programs, work assignments, transfers, custody, institution adjustment, etc.

Town Hall Meetings

Town hall meetings are scheduled by the unit manager as necessary. These meetings are held to make announcements and to discuss changes in policy and procedures for the unit and within the Bureau of Prisons .

DAILY INMATE LIFE

Sanitation

It is the inmate's responsibility to check his living area immediately after being assigned there and to report any damage to the correctional officer, case manager, or counselor. An inmate may be held financially liable for any damage or contraband found in his living area.

Each inmate is responsible for making his bed in accordance with regulations before work call or when he leaves the area (including weekends and holidays). Each inmate is also responsible for sweeping and mopping his personal living area, removing trash, and ensuring it is clean and sanitary. Cleaning supplies will not be stored in rooms. Cardboard boxes and other paper containers are not to be used for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. A VIOLATION OF ANY OF THESE SANITATION REGULATIONS MAY RESULT IN DISCIPLINARY ACTION.

Tooth powder, toilet paper, razors, and soap are available in the laundry on a weekly basis. Inmates may purchase name brand items through the commissary. Institution issue linen and other laundry items may be exchanged at the institution laundry once per week. Clothing/linen exchange information is also available in the institution laundry.

Personal Property Limits

Personal property is limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area.

Storage Space - Storage space in the units consists of an individual locker. Locks may be purchased in the institution commissary. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely stored in the locker.

UNDER NO CIRCUMSTANCES WILL ANY MATERIALS BE ACCUMULATED TO THE POINT WHERE THEY BECOME A FIRE, SANITATION, SECURITY, OR HOUSEKEEPING HAZARD.

Clothing - Civilian clothing of any type (except for athletic apparel and approved items) is not authorized. All issued clothing, except socks and underwear, is stamped with a registration number and should be neatly stored in the individual's locker. Individual washcloths and towels are also issued to inmates. A limited number of personal sweat shirts, sweat pants, and authorized footwear is permitted. Footwear will be stored under the bed.

Special Purchase Items - Special purchase items will be authorized only to the point where they can be contained in the storage area provided for personal property.

Legal Materials - Inmates are allowed to maintain legal materials and supplies (not to exceed a locally established volume limit) in their lockers or, with permission from their counselor, in the unit's legal property storage area. (Counselor's Office)

Hobbycraft Materials - All hobbycraft materials should be stored in the hobbycraft area in recreation. At no time will hobbycraft items be maintained in the housing units. All hobbycraft items must be mailed out at inmate expense upon completion of each project.

Commissary Items - The total value of an inmate's accumulated commissary items (including special purchases) will be limited to the monthly spending limitation.

Food Storage - Food items that are left open create a health hazard. These items must be properly sealed at all times. No containers are to be used to store items for other than their intended purpose. Once the contents of the container are used, the container is to be discarded. **No food is permitted in any recreation/education areas or on any job site locations.**

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of magazines and newspapers that can be stored in his room. Picture frames sold in the commissary may be displayed on the inmate's desk. Nothing is to be tacked, stapled, or taped to any surface within the room.

Radios and Watches

An inmate may not own or possess more than one (1) approved radio and/or one(1) watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed by the commissary with the inmate's name and register number. Only walkman-type radios are permitted. While an inmate is in holdover status he may not purchase, own, or possess a radio or watch. Inmates may not give any item to or receive any item from another inmate, i.e., radio, watch, sneakers, and commissary items.

Jewelry

Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal (without stones).

QUARTERS RULES

In order to minimize maintenance costs, FCI McKean imposes reasonable regulations on inmate conduct and furnishings in the housing units. Uniform inspections and searches are conducted to maintain the orderly running of the institution. Unit officers inspect rooms daily. Inmates who are unable to maintain safety and sanitation compliance will be subject to disciplinary action.

Pictures cannot be posted on walls. Inappropriate pictures may not be posted in public view. Additionally, the cell windows must be kept clear at all times. Under no circumstances should any article be placed in the cell door window to block the view of the room.

All beds are to be made daily in the prescribed manner. If a room is not acceptable, corrective action, including incident reports can be expected.

Routine safety inspections will be conducted by the safety department. Unit meal rotation is based on the weekly sanitation ratings of each unit. The unit with the highest sanitation rating is called first for the meals and the unit with the lowest rating is called last.

Room doors are to be closed when inmates are not in them.

Each inmate is responsible for the cleaning and sanitation of his room.

Orderlies work in the unit and are responsible for the unit sanitation. However, everyone is responsible for cleaning up after themselves. Trash and wastebaskets are to be emptied prior to morning work-call each day.

Beds will be made each weekday by 7:45 a.m. On weekends, beds will be made whenever inmates are awake or gone from their room or cubicle. At no time will a mattress be removed from a bunk and placed on the floor. Additionally, blankets, sheets, or articles of clothing may not be placed on the floor as a rug.

Showers are available everyday, but inmates may not be in the shower during an official count. In order to conserve water, several showers in each unit will be closed at certain times throughout the day. A sign has been placed beside each shower showing the times that each shower is available for use. Showers may not be used outside these designated times.

Inter-room visitations are ordinarily allowed in the units. Four (4) inmates, including the room occupant(s), are allowed in a room. During room visitations, the door is to remain open.

INMATES ARE NOT PERMITTED TO VISIT OTHER HOUSING UNITS.

Removal of food from the dining room is not permitted, with the exception of one piece of fresh fruit, if served during that meal. Fruit must be consumed before it spoils.

Steel-toed safety shoes must be worn to work.

Inmates may play cards and approved games during established hours, provided appropriate noise levels are maintained. Personal radios may be played in an individual's room, but headphones must be used.

Inmates are prohibited from praying in the common areas of the housing unit. Group prayer may only be held in the chapel.

NOTE: ROOMS ARE NOT ORDINARILY LOCKED DURING THE WORKDAY. HOWEVER, IF BOTH INMATES ASSIGNED TO THE ROOM WISH TO HAVE THEIR ROOM LOCKED DURING THE DAY THEY MUST BOTH SUBMIT A SIGNED REQUEST TO THE UNIT OFFICER. THE ROOM WILL REMAIN LOCKED UNTIL THE 3:25 p.m. RECALL.

Wake-up

General wake-up for all inmates at FCI McKean is 6:00 a.m. The unit officer will announce breakfast, when notified, and the control center will announce meal times. Inmates are given 10 minutes of time to leave the unit if they desire breakfast. Work-call for institution work assignments is ordinarily 7:45 a.m. It is the inmate's responsibility to leave the unit for work. Inmates who are late for work are subject to disciplinary action.

Unit Assignments

Inmates are assigned to specific housing units and are not permitted to enter any other unit. The sidewalks leading to the individual units are out-of-bounds areas for inmates not assigned to that specific unit. Violations will be cause for disciplinary action.

Inmate Dress Code

The inmate uniform consists of khaki pants, khaki shirt, belt, safety-toed work shoes, and an ID card. Inmates are required to be in full uniform when they are at work, on a call-out, at a scheduled program, or in the visiting room. The ID card is required to be displayed on the shirt lapel in the warmer months. In the colder months, the ID card can be displayed on the coat lapel. Additionally, the full uniform is required during the noon meal Monday thru Friday. Food Service whites may only be worn while working in food service or while traveling to and from the housing units to work in food service. Monday through Friday, excluding federal holidays, leisure clothing may only be worn during travel between the housing units and recreation with no stops at other departments. Food service whites may be worn to education if you have a class prior to, during, or immediately following your food service shift. Food service whites may be worn to health services if you have an appointment during your shift. When working outside in the heat during June, July, August, and September, the outer shirt may be removed. The t-shirt must still be worn and tucked in. When on break or not working in the heat, inmates must immediately return to full uniform.

Clothing Exchange & Laundry

The laundry department is open five days per week, Monday through Friday. The laundry opens with the start of the morning meal and remains open until ten minutes after the dining hall is closed.

The laundry schedule is posted in the lobby of the laundry. Inmates who use the laundry must have their ID cards with them.

Institution clothes being laundered will be collected in the unit on the assigned day, washed, dried, and returned to the unit later the same day. Clothes must be secured in a mesh laundry bag to be washed in the laundry department.

Commissary

Inmate funds are retained electronically by the institution in a trust fund from which the inmates may spend in the institution commissary. FCI McKean uses a computerized commissary withdrawal system that simplifies purchasing and gives inmates an improved, up-to-date record of all account activity.

Upon release, accumulated institution earnings and monies sent from outside sources are given to the inmate or may be mailed home. It is the inmate's responsibility to know the amount of money available in his commissary account. Inmates may check their account balance on the computer screen located outside the commissary department.

To shop in the commissary, inmates must present an inmate account card to commissary staff.

Sales hours for the commissary are posted in the housing unit common areas as well as in the commissary.

Spending Limitations

Inmates are permitted to spend a maximum of \$290 each month at FCI McKean. Inmates on FRP "Refuse" status are restricted to a spending limit of \$25 each month. Every purchase will be deducted from the spending limit. The \$290 limit will be re-validated every month. An inmate's shopping day is determined by the last two digits of the first five digit number of the register number. The schedule for shopping by your number is changed each quarter and will be posted in your unit and the commissary.

Special Purpose Orders (SPO)

Three SPO orders may be placed each month. All SPO items are ordered through either the recreation or religious services departments. Merchandise generally arrives within 30 days after the order has been placed and may be picked up at the commissary.

Deposits to Accounts

Deposits to commissary accounts from outside sources will be made through a lockbox at the following address: Federal Bureau of Prisons, Inmate Register Number, Inmate Name, Post Office Box 474701, Des Moines, Iowa, 50947-0001. The lockbox picks up funds Monday through Friday at 2:00 p.m. All funds from the general public should be sent to that address.

Personal Savings Accounts may be established through a local credit union. Information regarding opening a savings account can be obtained from the unit team or through the education resource center.

Commissary Fund Withdrawals

A standard form is provided by the institution for the withdrawal of inmate funds from commissary accounts. This form must be obtained from a unit staff member and completed in their presence. Unit managers can approve withdrawals from the trust fund account to send to dependants and other family members, payment of telegraph and postage costs, and purchase of special release clothing. The unit manager can also approve withdrawals for institution losses, legitimate debts, and other obligations such as, attorney fees, birth certificates, and the purchase of legal books. Only the associate warden of programs can approve inmate withdrawals exceeding \$250. Withdrawals for some educational and leisure time items are approved by the supervisor of education.

Commissary Cards

A commissary card will be provided to each inmate upon arrival. If this card is lost, stolen, or destroyed in any way, the inmate will be charged a \$5 replacement fee. A withdrawal form must be filled out by the inmate and approved by the unit manager. A copy of this form will be presented to the receiving and discharge officer during open house hours and a new card will be made. New cards will not be made until the copy of the withdrawal form has been provided by the inmate as proof of payment. Commissary cards must be carried at all times when an inmate leaves his assigned housing unit.

Telephone Regulations

There are telephones in each general housing unit for inmate use. The telephone room will be open from 7:00 a.m. to 10:00 p.m. daily. Debit and collect calls can be made. No third party, third party billing, credit card calls, or three way calls are permitted on these lines. Any violation of the telephone regulations will be subject to disciplinary action.

Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. All inmate telephones are subject to monitoring and recording. Approval for an unmonitored legal call must be obtained from the respective unit manager.

It is expected each inmate will handle his calls in such a manner that will allow use of the phones by all inmates. Calls are limited to 15 minutes in length per call. All inmates are limited to a total of **300** minutes of telephone calls per month (collect and/or direct). Telephones will not be used to conduct a business. Institutional phones may not be used without permission of a staff member.

Monday thru Friday, excluding federal holidays, from 7:00 a.m. to 10:30 a.m. and 12:30 p.m. to 4:00 p.m. only one telephone on each side of the unit will be operational. Only inmates who are not assigned to work during these times are authorized to use these telephones. The telephone room is considered "out of bounds" to all unauthorized inmates during these times.

Inmate phone credits may be transferred from commissary accounts to phone accounts at any time the phones are operational and available for use. Changes in procedures for phone use and sales times will be posted in the commissary and units when appropriate.

During the admission and orientation process, an inmate who chooses to have telephone privileges shall prepare a proposed telephone list of up to 30 telephone numbers. At the time of submission, the inmate shall acknowledge that, to the best of his knowledge, the person or persons on the list are agreeable to receiving the inmate's telephone calls and that the proposed calls are to be made for a purpose allowable under Bureau policy. The list may include numbers to the court, attorney, etc. If you have any information you would like to report anonymously, please call 814-362-3299. This number will work free of charge from any inmate phone account and is a direct line for reporting confidential information.

Once submitted by the inmate, an initial list will ordinarily be processed within five working days. Corrections to telephone numbers already on an inmate's telephone list should be submitted on the appropriate form and will be processed within five working days. Changes to the telephone list may be submitted to the correctional counselor. Telephone numbers to local motels are not authorized.

Upon your arrival at the institution, you will receive a Phone Access Code (PAC) number for making telephone calls. An inmate is not to give his PAC number to another inmate. Report compromised PAC numbers immediately to unit staff.

Upon initial assignment to the admissions and orientation program, each inmate will have the opportunity to make a call in order to notify one's family of his whereabouts.

Inmates in disciplinary segregation and administrative detention may make a limited number of calls. Although there is a phone available for limited use in the special housing unit, generally, phone calls for inmates in segregation will be placed by the correctional officers.

SECURITY PROCEDURES

Counts

One of the first realities of institutional life is counts. It is necessary for staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their rooms until the count is announced as "clear." During the 4:00 p.m. count and the 10:00 a.m. count on weekends and federal holidays, each inmate is expected to be standing inside his room. All lights are to remain on during these counts.

When a count is announced, each inmate must return to his room and remain there quietly until it is announced the count is "clear." Official counts will be taken at 12:01 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m., and 10:15 p.m. Additionally, there will be a "stand-up" count at 10:00 a.m. on weekends and federal holidays. During all counts, all unit doors will be secured by the unit officers. After a clear verbal count, the unit officer will unlock each cell door. Inmates are to remain in their cells until after the unit officer has announced a clear count. In addition, it may be necessary to have other counts during the day and evening hours. Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also

be taken against inmates for leaving an assigned area before the count is clear. Each inmate must actually display flesh for all counts, even if the inmate must be awakened.

Inmate Call-Out Sheet

Call-outs are a scheduling system for appointments (which include hospital, dental, educational, team meetings, and other activities) which are posted each day on the daily CALL-OUT SHEET. The call-out sheet is posted on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. Inmates failing to make call-out appointments are subject to disciplinary action.

Controlled Movement

FCI McKean is regulated by controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly.

Controlled movements will begin generally at 25 minutes after the hour and will end 25 minutes before the hour. The beginning and end of each move will be announced by staff. During the ten minute period of controlled movement, inmates may move from one area of the institution to another. Inmates must carry their institution commissary cards at all times.

Contraband

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. Excess clothing is also considered contraband. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the unit officer. Any item in an inmate's personal possession must be authorized and a receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate; items purchased in this manner are considered contraband and will be confiscated. Any altered item, even if it is an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage may be levied against the violator.

Shakedowns

Any staff member may search an inmate's room to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random. Inmates are subject to searches at any time.

Drug Surveillance

The Bureau operates a drug surveillance program that includes mandatory, random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so within the prescribed time period, that inmate will be subject to an incident report.

Alcohol Detection

A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

Fire Prevention and Control

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so lives and property can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals. Excessive magazines, newspapers, and books are considered to be a fire hazard.

PROGRAMS AND SERVICES

Job Assignments

All inmates are expected to maintain a regular job assignment. Most job assignments are controlled through a performance pay system which provides monetary payment for work. Federal Prison Industries (UNICOR) has a separate pay scale. Unit staff approve job changes and see that the changes are posted on the daily change sheet.

Institution landscape or food service jobs are usually the first assignment an inmate receives. However, most institutions have a significant number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. There is a waiting list for factory employment.

Performance Pay

Work performance, as well as productive participation in correctional programs, may be recognized by performance pay. There are four (4) basic pay grades (not including UNICOR) reflecting the level of responsibility of the assignment. The factors which are taken into account in granting performance pay are goal attainment, exceptional quality and quantity of work, resourcefulness, initiative, trustworthiness, dependability, and the ability to work with minimal supervision.

UNICOR

UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the Federal Government. Profits generated from UNICOR operations are used to purchase new equipment and build new factories at new institutions.

UNICOR is a voluntary work assignment. Inmates who desire to work in UNICOR should submit an Inmate Request to Staff Member to the UNICOR factory manager. Upon receipt of the Inmate Request to Staff Member, the inmate's name will be placed on a waiting list. There is one major list to apply for UNICOR employment. This list is divided into three categories. They are as follows:

List 1 - Previous UNICOR **workers employed at another factory at their time of transfer.**

List 2 - Inmate Financial Responsibility Program - court imposed fines as described in the inmate financial responsibility program. **The value of such fines must exceed \$1000.**

List 3 - General. **Those not eligible for list 1 or list 2.**

When an inmate is being considered for employment a UNICOR interview will be conducted. This will determine the inmate's suitability for employment.

The grades range from grade 5 through grade 1 (premium). The hourly earnings begin at \$.23 and top out at \$1.15. The longevity premium consideration is up to \$.30 extra per hour depending upon months in qualified service.

Staff members are available daily at the dining hall (lunch) for you to review status/placement upon the waiting list.

Food Service

FCI McKean's menus have been nutritionally analyzed to provide a well-balanced diet. For specific religious dietary needs, the Bureau approved "Religious diets" program is available. "Heart healthy" and "No flesh protein alternatives" are also available.

The meal hours established at FCI McKean are as follows:

Breakfast -	Monday through Friday -	6:30 a.m. - 7:30 a.m.
Lunch -	Monday through Friday -	10:30 a.m. - 12:20 p.m.
Dinner -	Sunday through Sat. -	After 4:00 p.m. count until 10 minutes after the last unit is called.
Coffee Hour -	Sat., Sun., & Holidays -	7:00 a.m. - 8:00 a.m.
Brunch -	Sat., Sun., & Holidays -	After 10:00 a.m. count until 10 minutes after the last unit is called.

The dress code during mealtimes is as follows:

Breakfast -	Monday through Friday -	No Sleeveless Shirts
Lunch -	Monday through Friday -	Full Work Uniform
Dinner -	Sunday through Sat. -	No Sleeveless Shirts
Coffee Hour -	Sat., Sun., & Holidays -	No Sleeveless Shirts
Brunch -	Sat., Sun., & Holidays -	No Sleeveless Shirts

With the exception of religious items, all headgear will be removed while in the food service dining room.

While using our food service facilities, we ask that you show common courtesy to the staff and your fellow inmates by waiting patiently in line. After eating, inmates are expected to remove all debris, napkins, and food waste from the tables and return cups, trays, and utensils to the dishroom. No personal items, gym bags, laundry bags, plastic containers, commissary food items, etc., are permitted in the food service department. Inmates may not take any items out of the food service department, including food. No food of any kind is permitted to be removed from food service. Tables in food service are designed to accommodate all inmates including those with disabilities.

Counseling Activities

There are many alternatives for inmates who have personal problems and desire to correct them. These options include alcoholics anonymous, self-esteem groups, and other voluntary groups. In addition, institutions have professional resource staff who are trained in various social science fields. Inmate participation in these activities will be encouraged upon the staff's assessment of inmates' needs; however, participation in such activities is voluntary. Staff in each unit are available for informal counseling sessions and for formal group counseling activities.

Education Programs

Education opportunities provided to federal prisoners include basic literacy, a wide range of occupational training programs, and leisure-time activities. By policy, with minor exceptions, all federal prisoners who do not have a high school diploma or GED must enroll in the literacy program. All promotions in federal prison industries and institution work assignments beyond the entry level grade are contingent on successful completion of a literacy program. Effective November 3, 1997, inmates with a Violent Crime Control Law Enforcement Act (VCCLEA) sentence or a Prison Litigation Reform Act (PLRA) sentence must participate in the literacy program and make satisfactory progress to vest/earn good time. Also, by policy and with minor exceptions, inmates who do not speak English must participate in the English-as-a-Second Language program. **Refer to attachment F for the incentives and achievement awards for graduates of the literacy program.**

Vocational Trades

The vocational programs at FCI McKean are designed to provide trainees with entry level job skills. All of our VT programs use a competency based system of instruction. Successful completion of a program is directly tied to the mastering of certain competencies identified in course curricula. FCI McKean offers vocational training programs in building trades, computers and culinary arts. Apprenticeship programs are offered in professional cooking and building maintenance. UNICOR offers the following VT programs: Administrative Assistant, Maintenance Mechanic, and Quality Assurance.

Apprentice programs are certified through the Bureau of Apprentice Training, Department of Labor. To enroll in a VT program an inmate must have a high school diploma, GED, or be enrolled in GED while making satisfactory progress.

Recreation and Leisure Time Programs

Recreation is an essential part of the overall educational program. Recreation and leisure-time programs are designed to reduce idleness and keep inmates constructively occupied; to promote wellness as a personal goal for all inmates; to reduce personal stress and institution tension; to increase physical fitness, goal attainment, and positive life styles, both in prison and after release; and to contribute to personal and institution stability through maximum participation in structured and unstructured programs.

McKean recreation facilities include a modern gymnasium, indoor exercise area, hobbycraft center, band room, and a large recreation yard. Schedules are arranged for structured leagues and classes. Recreation hours are posted in the housing units as well as recreation:

Refer to Attachment F for a complete list of recreation activities and programs.

Psychology Services

The psychology department offers a range of programs typically available in a community mental health center. These include services for those having temporary adjustment problems as well as those having more prolonged and serious mental disorders. In addition, the psychology department has programs for substance abuse including basic drug education (27 hours), residential drug treatment (500 hour), and outpatient drug treatment (individual and group therapy). Treatment programs for anger management, post release treatment services, and smoking cessation are available. As peer support can be valuable, self-help groups based upon twelve step models are also available. Should a serious mental health problem develop that cannot be managed locally, the psychology department in conjunction with the health services department can arrange for you to receive care in a federal medical center.

All inmates are screened by one of the psychologists within the first two weeks of their initial entry into the institution. By filling out the screening questionnaire when you first arrive at a BOP facility you alert staff to any concerns you might have regarding your mental health, previous treatment, substance abuse disorder, or other issues of concern.

The psychology department is located next to the commissary. Our normal days and times of operation are Monday through Friday from 7:30 a.m. - 4:00 p.m., and on Tuesday until 8:00 p.m. Appointments can be made in person or by submitting an Inmate Request to Staff through any staff member. Participation in drug treatment programs is arranged by completing an application form available in the psychology department.

A variety of forensic services are also provided through the psychology department: court ordered psychological evaluation, competency evaluations for marriage contracts and disciplinary procedures, as well as evaluations requested by the parole commission. These services are requested through the unit team.

The psychology department is strongly committed to reducing incidents of sexual abuse whether by other inmates or staff members. If you or someone you know is in need of information, evaluation, treatment, or referral for a problem of this nature, you are encouraged to contact any psychologist.

Suicide Prevention

If your cellmate or acquaintance was talking to you about suicide, you would probably take action and talk with a staff member to help him. Most people would, because they would want someone to help them, if the tables were turned. Wouldn't it also be helpful to know the signs of suicide risk, in the event that your cellmate couldn't or wouldn't tell you about suicide, but is at risk, just the same? Psychology services is providing these signs of increased suicide risk to help you identify when a person is having difficulties and encourage you to do the right thing by alerting staff. Signs of increased risk include: giving away property, having a difficult time sleeping, saying that no one cares about them, feeling hopeless, feeling helpless, believing that people are trying to harm them, feeling sad or depressed for days or weeks, hearing voices when no one is around, and loss of appetite. The more of these signs present the higher the likelihood a person is thinking about suicide. If you notice these signs in your cellmate, it is ok to ask them if they are thinking of suicide and to let a staff member know if the person is having difficulty.

Central Inmate Monitoring System

The central inmate monitoring system (CIMS) is a method for the Bureau of Prisons to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their case manager.

Marriages

If an inmate wishes to be married while incarcerated, the warden may authorize him to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If an inmate requests permission to marry, he must:

- Have a letter from the intended spouse which verifies her intention to marry
- Demonstrate legal eligibility to marry
- Be mentally competent
- Be otherwise eligible based on institution criteria as listed on the institution supplement for marriages.

The chaplains are available to discuss the issue of marriage with the inmate and fiancée during incarceration.

Release Preparation Program

The release preparation program is designed to assist inmates in preparing for release. Release preparation programming is initiated 30 months prior to the inmate's scheduled release date. This program offers classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. probation officers, other community agencies, and community corrections center staff are available. Inmates should participate in the release preparation program in order to be eligible for halfway house placement. Failure to participate may be viewed as refusing programs and result in disciplinary sanctions.

Religious Programs

Bureau institutions offer a wide range of religious programs to inmates. Staff chaplains as well as contract and volunteer representatives of various faiths are available. Religious diets, holiday observances, and other worship activities are coordinated through the chaplain's office. Information about these programs is available in the orientation program and from the chaplains.

A schedule of religious activities and times are enumerated in Attachment B.

Inmate Financial Responsibility Program

FCI McKean works closely with the Administrative Office of the Courts and the financial litigation units. The Bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments, court ordered restitution, fines, court costs, and judgments in favor of the United States, other debts owed the federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments.)

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, the inmate cannot work for UNICOR, receive performance pay above the maintenance pay level of \$5.25, or spend more than \$25 monthly in commissary. Refusal may also affect the length of halfway house placement.

The status of any financial plan will be included in all progress reports and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

You may be identified for priority considerations for UNICOR employment if you have court ordered financial obligations totaling \$1000 or more. Grades 1-4 will pay a minimum of 50% of their earnings toward their financial responsibility.

HEALTH SERVICES

During the institution's admission and orientation session, a representative from health services will inform all new arrivals of what health care services are available to inmates. A list of health care rights and responsibilities are found in Attachment C of this handbook.

For urgent care, inmates feeling they need immediate evaluation for medical problems are required to report to the health services unit, with their ID card, for urgent care triage between 6:35 - 7:05 a.m., Monday thru Friday. The inmate will be medically screened at that time by a provider. Serious conditions will be seen that morning. Other problems that do not require immediate medical attention will be scheduled within fourteen days. The inmate will be placed on the callout list for their appointment.

For routine care, inmates who wish to be seen at sick-call for evaluation of medical problems are required to fill out a sick call sign up sheet. Inmates can receive a sheet from their unit officer or from the Health Services Department. Once the sheet is completed it can be placed in the box mounted on the wall in the Health Services waiting room or sent to Health Services via institutional mail. Allow up to two weeks for a routine appointment. The inmates will be placed on the call out at the time of their appointment.

Inmates who become seriously ill after the regular sick-call appointment sign-up period should ask their work supervisor or unit officer to call health services for an appointment. Inmates may not come to health services on their own accord after sick-call sign-up is completed. Inmates in the special housing unit are unable to sign-up for this procedure. For that reason, a medical staff member will conduct sick-call rounds every day.

Inmates may request a complete physical examination every two years. Inmates over the age of 50 are eligible for a complete physical examination annually. An inmate being released from the system may submit an Inmate Request to Staff form requesting a medical evaluation if he has not had a physical examination within one year prior to the expected date of release. This request should be submitted approximately 3 to 4 months prior to your release.

Should an inmate refuse any procedure or medications recommended by health services, the health services staff shall counsel the inmate regarding the risks. Counseling and refusal will be documented on a Refusal of Treatment form, signed by the inmate and a witness, then placed in the inmate's medical file.

All emergencies or injuries will be given priority treatment. Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only.

Controlled medications are dispensed at the pharmacy "pill line" during specified time periods. These times include:

<u>Monday - Friday</u>	<u>Saturday, Sunday, & Holidays</u>
7:15 - 7:30 a.m.	7:15 - 7:30 a.m.
11:15 a.m. - 12:00 p.m.	11:30 a.m. - 12:15 p.m.
3:25 p.m. (Pick up ONLY!!!)	No Pick Ups!!!
7:00 - 7:15p.m.	7:00 - 7:15p.m.

Insulin will be dispensed at the "insulin line" during the following time periods:

<u>Monday - Friday</u>	<u>Saturday, Sunday, & Holidays</u>
6:20 - 6:30 a.m.	7:00 - 7:10 a.m.
Following 4:00 P.M. count	Following 4:00 P.M. count

Medications for patients in the special housing unit will be distributed by a clinical staff member. The institution pharmacy dispenses prescribed medication as authorized by the BOP National Formulary and within the local inventory.

Open House

Inmates having any questions or concerns with their healthcare may attend Health Services Open House. Open House is conducted every Wednesday, 11:15 A.M. - 12:15 P.M. Health Services staff will also be available to answer questions, Monday - Friday at mainline.

Over-the-Counter (OTC) Medications

The institution commissary will stock at least 25 OTC medications. The pharmacy will not provide OTC medications available in commissary unless there is an immediate medical need for the medication. Only medications on the current formulary would be issued. Inmates should fail OTC medications before being prescribed a similar prescription medication. Healthcare providers may review an inmate's commissary record.

Inmates without funds (indigent) will be defined as having an average trust fund account balance of less than \$6.00 for the past 30 days. An inmate considered as being indigent may request OTC medications, without using sick call, from the pharmacy with the OTC request list. Inmates will only be allowed to choose 2 items per week and are limited to the monthly allowance of each drug. An indigent inmate may obtain additional OTC medications through sick call if health services staff determine the he/she has an immediate medical need which must be addressed before the inmate may apply again for OTC medications. The pharmacy will maintain a record of indigent inmates and their OTC requests. The pharmacy will have access to Trust Fund Accounting and Commissary System (TRUFACS). Inmates showing a pattern of depleting commissary funds before requesting OTC medications will be referred to sick call. Further sanctions may be imposed with continual abuse as determined by the HSA, Associate Warden, or Warden. Indigent inmates may obtain an OTC request list from the pharmacy. Requests need to be submitted to the pharmacy by Wednesday of the week. OTC medications will be available for pick up starting the following Friday and only at the 11:30a.m. pill line. The pharmacy will maintain a record of OTC items issued to a given inmate for 30 days.

Inmates will be referred to commissary for chronic conditions that can be treated with OTC medications. If a clinician determines through sick call that a condition can be treated with an OTC medication, the clinician may refer the inmate to commissary. The provider has the option to give a medical commissary pass to the inmate to shop on a day other than their assigned day. The pass is only valid for the date written. Inmates should be referred to the afternoon commissary shopping time for OTC medications. If an immediate need is necessary for a condition requiring an OTC medication, a prescription can be written and filled by the pharmacy if available on formulary. A similar formulary agent may be used for any non-formulary OTC medications. The prescription should be limited to a time frame to treat the acute condition and any subsequent refills should be referred to commissary.

Inmates in SHU will adhere to the same OTC policy as general population. In the event commissary privileges are revoked, medical staff can triage the inmate to determine if an OTC medication is medically necessary. Pharmacy will provide OTC medications for SHU inmates with an immediate medical need as determined by the healthcare provider. Indigent inmates in SHU will adhere to the same procedure as general population unless commissary privileges are revoked. In this case, inmates will be referred to sick call and only medically necessary medications will be provided.

Medical Co-pay

Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FCI McKean provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005.

A. Application: The Inmate Co-payment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to co-pay fees.

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 copay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee:

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

Your health care provider will determine if the type of appointment scheduled is subject to a co-pay fee.

D. Indigency: An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

- E. **Complaints:** You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

On the job injuries

If an inmate is injured while performing an assigned duty, he must immediately report the injury to his work supervisor. The work supervisor will then report the injury to the institution safety manager. The inmate may be disqualified from eligibility for lost time wages or compensation if he fails to report a work related injury promptly to his work supervisor.

If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical examination must be included before any compensation can be considered.

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence

In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval or maintenance of a correspondence list. Outgoing mail is placed in mailboxes located in the housing units. FCI McKean is classified a medium security level institution. All outgoing mail (except special and legal mail) "must" be left unsealed at the time of mailing. All inmates will place their outgoing mail into the mailboxes located in their respective housing units unsealed. The unit officers on the morning watch will inspect the out-going mail and then seal the mail for delivery to the mail room. The mail will be picked up by the compound officers during the 3:00 a.m. count for delivery to the mail room.

All outgoing mail must contain a return address as follows:

Committed Name
Register Number
Federal Correctional Institution, McKean
P.O. Box 8000
Bradford, PA 16701

Inmates must assume responsibility for the contents of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond. There is no mail service on weekends and holidays.

Incoming Correspondence

First class mail is distributed Monday through Friday (except holidays) and ordinarily by the evening watch officer in each living unit. Newspapers and magazines will also be delivered at this time. Legal and special mail will be delivered by a member of the unit team in accordance with the program statement on correspondence and the mail management manual. Inmates are asked to advise those writing to them to put the inmate's committed name, register number, and unit on the envelope to ensure proper delivery of mail.

Incoming Packages: Inmates may receive packages only through the U.S. Postal Service by three authorized methods:

1. An Authorization to Receive Package, form BP-331, is authorized and on file with the mail room. The forms are only issued for release clothing and medical items.
2. Any package (mail weighing in excess of 16 ounces is considered a "package") received at the U.S. Post Office must be clearly marked on the outside of the package, **AUTHORIZED BY BUREAU POLICY.** If the package is not clearly marked, it will be refused and returned to sender. It will not be brought back to the institution. This statement refers to packages from all sources, family members, attorneys, etc. It is the inmate's responsibility to make notification of this requirement. **No magazines, softback books, hardback books, or newspapers can be sent from domestic addresses. They must come directly from a publisher or book store.**
3. Educational materials - The inmate's name must appear on a list provided by the education department. All materials will be forwarded to the education department for final approval and distribution.

The correct mailing address to receive mail at FCI McKean is as follows:

Inmate Name, Register Number
FEDERAL CORRECTIONAL INSTITUTION, McKean
P.O. Box 8000
Bradford, Pennsylvania 16701-0980

Incoming Publications

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive newspapers and hard-cover publications, soft cover publications, magazines, brochures, etc., only from a publisher, book store, or book club.

The warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which meet one of the following criteria may be rejected:

It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.

It depicts, encourages or describes methods of escape from correctional facilities or contains blueprints, drawstring, or similar descriptions of Bureau of Prisons' institutions.

It depicts or describes procedures for the brewing of alcoholic beverages or the manufacturing of drugs.

It is written in code.

It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.

It encourages or instructs in the commission of criminal activity.

Materials which are sexually explicit or feature nudity are not authorized. Any material of this type received for an inmate will be rejected by mail room staff and returned to the sender.

Special Mail

"Special mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U. S. Department of Justice (including Bureau of Prisons), U. S. Attorneys' Office, Surgeon General, U. S. Public Health Service, Secretary of the Army, Navy, or Air Force, U. S. Courts, U. S. Probation Officers, Members of U. S. Congress, Embassies and Consulates, Governors, State Attorney General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys, and representatives of the news media.

"Special mail" also includes mail received from the following: President and Vice-President of the United States, attorneys, members of U.S. Congress, Embassies and Consulates, the U. S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other federal law enforcement officers, State Attorney General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. For incoming correspondence to be processed under the special mail procedures, **the sender must be adequately identified on the envelope, and the front of the envelope must be marked "Special Mail - Open only in the presence of the inmate"**.

A designated staff member opens incoming "special mail" in the presence of the inmate. This is usually done by the correctional counselor or case manager. These items will be checked for physical contraband and for qualification of "special mail." The correspondence will not be read or copied if the sender has actually identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "special mail" with special instructions to be opened only in the presence of the inmate. Without adequate identification as "special mail," the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

A depository for special mail is located at the exit of food service. "Special mail" will be picked up at 6:00 a.m. daily, except weekends and holidays. Other services such as stamp collection, express mail, USPS Box Service, UPS (and other private carriers) are not provided.

Correspondence Between Confined Inmates

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family or is party in a legal action (or witness) in which both parties are involved. The following additional limitations apply:

Such correspondence may always be inspected and read by staff at the sending and receiving institution (it may not be sealed by the inmate).

The unit manager at each institution must approve of the correspondence if both inmates are housed in federal custody.

The wardens of both institutions must approve of the correspondence if one of the inmates is housed at a non-federal institution.

Rejection of Correspondence

The warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples of the rejected correspondence include:

Matter which is non-mailable under law of postal regulations

Information of escape plots, of plans to commit illegal activities, or to violate institution rules.

Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate a mortgage or insurance business while confined in the institution.

Notification of Rejection

The warden will give written notice to the sender concerning the rejection of mail and the reason for the rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

Receipt of Personal Items

Inmates wishing to have personal items mailed into the institution will send an Inmate Request to Staff to the department head responsible for the requested item as follows:

Unit manager - release clothing.

Hospital administrator - medical items.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The mail room officer will not approve any item or package for delivery unless this approval form is on file.

Forwarding Mail

The mail room staff will forward general correspondence mail (as opposed to special mail) to the new address provided by the inmate at the time of release for a period of 30 days. After the 30 day period, general mail received will be returned to the sender with the notation "not at this address - return to sender". After 30 days, the address provided will be used to forward special/legal mail.

Funds Received Through the Mail

All funds for inmates must be forwarded to the Bureau's collection site referred to as "Lockbox". All funds will be sent to this address for posting to the inmate's account. If funds are received with correspondence, the funds will be returned to the sender with instructions to forward the funds to the "Lockbox" address.

Unauthorized Items Received Through the Mail

Any item(s) received with correspondence which is not authorized will be rejected and returned to the sender. The inmate will be notified of any item(s) returned and the reason for rejection. A copy of the rejection form, along with the unauthorized item(s) will normally be returned to the sender. Sexually explicit photographs from any source are not authorized.

Mailing of Inmate Personal Property (transfer out / release)

If an inmate is being transferred to another federal facility, two standard size boxes will be mailed to the new destination at the institution's expense. Any authorized property in excess of the two box limit may be mailed at the inmate's expense. Property not authorized for transfer may be donated or mailed to an address provided by the inmate. This property is also mailed at the inmate's expense. Refer to the program statement and institutional supplement on Inmate Personal Property for a list of approved items.

Mailing of Inmate Personal Property (transfer in / voluntary surrender)

Any item(s) not authorized at this facility will be either donated or mailed out at the inmate's expense. Personal property for voluntary surrenders will be mailed at the institution's expense.

Inmate Systems (ISM) and Mail room Open House

An ISM open house will be provided on Tuesdays and Thursdays from 11:15 a.m. - 12:15 p.m.

VISITING

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are from 1:30 p.m. - 8:00 p.m. on Monday. Additionally, visiting hours are from 8:00 a.m. - 3:00 p.m. on Saturday, Sunday, and federal holidays. There is no visiting on Tuesdays, Wednesdays, Thursdays, and Fridays. Visiting hours are established locally and provided to inmates in order for them to advise their prospective visitors. Visiting may be limited on an hourly basis, or other allocation basis, to ensure equitable access to visiting facilities.

New inmates are asked to submit a visiting list which will be given to their correctional counselor for approval. Family, relatives, and friends may be approved after certain checks are made. Requests for approval for these visitors should be made to the correctional counselor. Attorney visits may be approved and arrangements made in advance by the inmate's unit team.

Inmates will receive copies of all visiting list approvals and updates. Inmates are responsible for notifying visitors only after approval is authorized by staff. Holdovers and pre-trial inmates may be limited to immediate family members and attorney of record.

Inmates receiving extended medical treatment at a local hospital will not normally be permitted to have visitors. However, in extenuating circumstances, visits with those people on the inmate's visiting list may be approved by the warden or his designee.

From May 1st through October 31st, each inmate will be limited to two (2) weekend visits a month. If an inmate visits on Saturday, Sunday, and a federal holiday in the same week, this will constitute a weekend visit. There is no limit on evening visits (Monday). Restrictions will not apply from November 1st through April 30th.

The number of approved visitors permitted to visit an inmate at one time will be limited to three adults and three children. All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only on arrival and departure.

Please refer to attachment G for more information concerning visiting procedures.

Dress Code for Inmates

Inmates must be properly dressed in their institutional khaki issue clothing in order to be admitted to the visiting room. Clothing must be neat and clean. Altered clothing will not be permitted and will result in an incident report. Black boots are the only authorized footwear that can be worn in the visiting room. No tennis shoes are permitted.

Each institution has limits on the number and types of articles that can be taken into the visiting room. At FCI McKean, inmates may wear their wedding rings, religious medals, and prescription eyeglasses. No food items may be brought back into the institution by the inmate.

Dress Code for Visitors

All inmate visitors are expected to use good judgment and taste in their dress attire. The following guidelines will be used to determine proper attire for visitors. The front entrance officer is responsible for determining suitable attire.

- A. Adult visitors (male and female) over the age of sixteen (16) may wear walking shorts (or culottes) no more than four inches above the knee. Those visitors under 16 may wear suitable casual/play clothing.
- B. No see through clothing.
- C. No tank tops or other wear that exposes the midriff area.
- D. No attire that exposes cleavage.
- E. Footwear is required. Sandals are acceptable.
- F. Skirts/Shorts must be within four inches of the knee.
- G. No spandex type clothing or other tight fitting apparel.

Any questions regarding proper attire will be referred to the operations lieutenant or staff duty officer.

Identification of Visitors

Identification is required for visitors. This will be accomplished by a photo identification. Birth certificates, social security cards, etc., are not considered proper identification. Persons without proper identification will not be permitted to visit.

Items permitted for visitors to bring into the institution include one small, clear (see through) coin purse. Prescription medication is permitted provided it is no more than necessary to cover the time spent in the visiting room. Baby care items permitted in the visiting room are four diapers, eight baby wipes, three clear plastic bottles, and four small jars of baby food.

Visitors may be asked to submit to a search and will be checked with a metal detector. Other personal articles belonging to visitors must be left in their cars as no storage space for visitors' property is provided.

Inmates are not allowed to receive money for their commissary account while in the visiting room. Money for commissary accounts should be sent to the lockbox address.

No items may be exchanged in the visiting room.

ACCESS TO LEGAL SERVICES

Legal Correspondence

Legal correspondence from attorneys will be treated as "special mail" if it is properly marked. The envelope must be marked with the attorney's name, an indication that he/she is an attorney, and the front of the envelope must be marked "special mail - open only in the presence of the inmate." It is the responsibility of the inmate to advise his or her attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Attorney Visits

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Legal Material

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Phone Calls

In order to make an unmonitored phone call to an attorney and an inmate, an inmate must arrange for such a call through his unit team. The call will be a collect call or paid for by the inmate.

Law Library

The law library is located in the hobbycraft area of the recreation department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, and other legal materials.

Legal materials are also available to inmates in the special housing unit, ordinarily via a delivery system or satellite collection. The library hours are as follows:

Monday - Friday	Saturday - Sunday - Holidays
7:10 - 10:20 a.m.	
10:30 a.m. - 3:30 p.m.	10:30 a.m. - 3:30 p.m.
4:30 p.m. - 8:30 p.m.	4:30 p.m. - 8:30 p.m.

Notary Services

Under the provisions of 18 USC:4004, case managers are authorized to notarize documents. The law allows that inmate papers which contain the statement, "true and correct under penalty of perjury" to suffice in federal courts and other federal agencies. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases it will be necessary to contact unit staff for arrangement with a FCI McKean notary public.

Copies of Legal Materials

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. There is an inmate copy machine available in the law library which uses the debit card system. Inmates may purchase copy credits in the commissary to use the inmate copy machine.

Individuals who have no funds and can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication to the attention of their unit team.

Federal Tort Claims

If the negligence of institution staff results in personal injury, property loss, or damage to an inmate, it can be the basis of a claim under the Federal Tort Claim Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from the safety manager.

Inmate Access to Central File

An inmate may request review of the disclosable portions of his central file. Institution staff will permit the review of the central file upon written request from the inmate.

Access to Foreign Consulates

Inmates who are not United States citizens may have access to their respective diplomatic consulates. Contact with these agencies should be arranged through the inmate's respective unit team.

Inmate Access to Other Documents

An inmate can request access to the “non-disclosable documents” in his central file and medical file, or other documents concerning himself that are not in his central file or medical file. The request must be in writing and mailed by the inmate directly to:

Director
Bureau of Prisons
ATTN: FOI Request
320 First Street, N. W.
Washington, D. C. 20534

Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney or any other person for records concerning the inmate must be in writing and submitted to the central office address aforementioned. The request should not be mailed to the institution. The request must contain a copy of the inmate’s consent to disclose the requested information.

Freedom of Information/Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including program statements and operation memoranda) shall be processed through the Freedom of Information Act, 5 USC:552.

PROBLEM RESOLUTION

Inmate Request to Staff

The Bureau form BP-Admin-70, Inmate Request to Staff , commonly called a “cop-out,” is used to make a written request to a staff member. Any type of request can be made with this form. “Cop-outs” may be obtained in the living units from the correctional officer on duty. Staff members who receive a “cop-out” will ordinarily answer the request within seven working days.

Administrative Remedy Process

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. An inmate should be able to resolve a problem informally by contact with staff members or formally on an Inmate Request to Staff. When informal resolution is not successful, however, a formal complaint can be filed as an administrative remedy. Complaints regarding tort claims, inmate accident compensation, freedom of information or privacy act requests, and complaints on behalf of other inmates are not accepted under the administrative remedy procedure.

The first step of the administrative remedy procedure is the documentation of the informal resolution attempts written on an administrative remedy informal resolution worksheet. Inmates may obtain this form from their correctional counselor. On the administrative remedy informal resolution worksheet, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After the administrative remedy informal resolution worksheet is completed, and if the issue cannot be informally resolved, the counselor will issue a BP-229 form (usually within 72 hours of the time the inmate approached the employee with the problem). The inmate must return the completed BP-229 along with the administrative remedy informal resolution worksheet to the counselor, who will review the material to ensure an attempt at informal resolution was made. The BP-229 complaint must be filed within twenty (20) calendar days from the date which the basis of the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. The time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension. When a complaint is determined to be of an emergency nature and threatens the inmate’s immediate health or welfare, the reply must be made as soon as possible and within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-229, he may file an appeal to the regional director. This appeal must be received in the regional office within twenty (20) calendar days from the date of the BP-229 response. The regional appeal is written on a BP-230 form and must contain a copy of the BP-229 form and response. The regional appeal must be answered within thirty (30) calendar days, from the date it was received. This time may be extended an additional thirty (30) days, however, the inmate must be notified of the extension.

If the inmate is not satisfied with the response from the regional director, he may appeal to the central office of the Bureau of Prisons within thirty (30) calendar days of the response from the regional office. The national appeal must be written on a BP-231 form and must have copies of the BP-229 and the BP-230 forms and responses.

The BP-231 form may be obtained from the correctional counselor. The national appeal must be answered within forty (40) calendar days from the date it is received. The time limit may be extended an additional twenty (20) days, however, the inmate must be notified of the extension.

In writing a BP-229, BP-230, or BP-231, the form should contain the following information:

Statement of Facts
Grounds for Relief
Relief Requested

Time Limits (in calendar days)

Filing
BP-229: 20 days of incident
BP-230: 20 days from BP-229 response
BP-231: 30 days from BP-230 response

	Response	Extensions
BP-229	20 days	20 days
BP-230	30 days	30 days
BP-231	40 days	20 days

Sensitive Complaints

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the regional director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the regional director agrees that the complaint is sensitive, it will be accepted and a response to the complaint will be processed. If the regional director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will not be returned to the inmate. Therefore, the inmate should keep a copy of his sensitive complaint. The inmate may then pursue the matter by filing a BP-229 at the institution.

DISCIPLINARY PROCEDURES

Discipline

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violators of Bureau rules and regulations are dealt with by the unit discipline committee (UDC) and, for more serious violations, the discipline hearing officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's prohibited acts, as well as local regulations.

Inmate Discipline Information

If a staff member observes or believes he or she has evidence an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff became aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by institution staff. Prohibited acts in the 100 code (greatest severity) and in the 200 code (high severity) may not be informally resolved. A complete listing of prohibited acts and the disciplinary severity scale are outlined in attachment E.

Initial Hearing

Inmates must ordinarily be given an initial hearing within three work days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays.) The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend these time limits for good cause. The warden must approve any extension over five days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the discipline hearing officer (DHO) for further hearing.

Discipline Hearing Officer

The discipline hearing officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The captain or SHU lieutenant conducts periodic reviews of inmates in the special housing unit. An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may call witnesses (or present statements of unavailable witnesses). Inmates may not question a witness at the hearing; a staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberation or when institutional security would be jeopardized. The inmate charged may be excluded during appearances of outside witnesses. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions must be made through the administrative remedy procedures. DHO appeals are made to the regional director (BP-230), and the general counsel (BP-231). UDC appeals are made to the warden (BP-229). On appeal, the following will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decision on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representatives.

Special Housing Unit

There are two levels of housing in the special housing unit. They are administrative detention and disciplinary segregation. Upon admittance to the special housing unit, inmates are provided with a copy of the rules and regulations (Attachment D). Inmates in both administrative detention and disciplinary segregation are provided with regular reviews of their housing status and are seen by a member of the health services staff daily, including weekends and holidays. Additionally, a unit staff member will visit the special housing unit daily.

Administrative detention separates an inmate from general population. To the extent practical, inmates in administrative detention are provided with the same general privileges as inmates in general population. An inmate may be placed in administrative detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection, or is finishing confinement in disciplinary segregation.

Disciplinary segregation is used as a sanction for violation of Bureau rules and regulations. Inmates in disciplinary segregation will be denied certain privileges. Personal property will be impounded. Inmates placed in disciplinary segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in disciplinary segregation. Also, staff shall provide a reasonable amount of non-legal reading material.

RELEASE

Sentence Computation

An inmate will be given a copy of his sentence computation within the time frames as listed in the inmate systems management manual. Any questions about good time, jail credit, parole eligibility, full term dates, release dates, or periods of supervision, are resolved by staff upon inmate request for clarification.

Detainers

Warrants (or certified copies of warrants) based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up these cases to the degree he can.

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

State detainers may be processed under the procedures of the "interstate agreement on detainers". This agreement applies to all detainers based on untried charges which have been lodged as a detainer against an inmate by a "party" state, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, the interstate agreement on detainers is not available.

ATTACHMENT A

Inmate Rights And Responsibilities:

Right:

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.

Responsibility:

1. You have the responsibility to treat others, both employees and inmates, in the same manner.

Right:

2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.

Responsibility:

2. You have the responsibility to know and abide by them.

Right:

3. You have the right to freedom of religious affiliation, and voluntary religious worship.

Responsibility:

3. You have the responsibility to recognize and respect the rights of others in this regard.

Right:

4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.

Responsibility:

4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.

Right:

5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.

Responsibility:

5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.

Right:

6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and condition of your imprisonment.)

Responsibility:

6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

Right:

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

Responsibility:

7. It is your responsibility to use the services of an attorney honestly and fairly.

Right:

8. You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

Responsibility:

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

Right:

9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

Responsibility:

9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

Right:

10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.

Responsibility:

10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

Right:

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.

Responsibility:

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

ATTACHMENT B RELIGIOUS SERVICES SCHEDULE

Sunday – Domingo

10:30 - 11:30 a.m.	Catholic Mass (Chapel) (O)
12:30 - 3:30 p.m.	Open House
12:30 - 1:30 p.m.	Protestant Choir (Chapel) (O) / (C)
12:30 - 1:30 p.m.	Moorish Science Temple (Room 1) (O) / (C)
1:30 - 2:30 p.m.	Protestant Service (Chapel) (C)
1:30 - 2:30 p.m.	Jehovah Witness (Room 2) (V)

Monday – Lunes

12:30 - 3:30 p.m.	Open House
12:30 - 1:30 p.m.	Spanish Catholic Mass, Once a Month (Chapel) (V)
12:30 - 1:30 p.m.	Buddhist, (Room 1) (O)
5:30 - 8:30 p.m.	Open House
6:30 - 7:30 p.m.	Life Connections, 1 st Monday (Room 2) (V)
6:30 - 7:30 p.m.	Catholic Study, 2 nd , 3 rd , 4 th Monday (Room 2) (V)
6:30 - 7:30 p.m.	Spanish Evangelicals (Chapel) (O)
6:30 - 7:30 p.m.	Santeria / Ausar Study (Room 1) (O)
7:30 - 8:30 p.m.	Wicca (Room 1) (O)

Tuesday – Martes

Closed for A& O and Departmental Meetings

Wednesday – Miercoles

12:30 - 3:30 p.m.	Open House
12:30 - 1:30 p.m.	Buddhist (Room 1) (C)
5:30 - 8:30 p.m.	Open House
6:30 - 7:30 p.m.	Muslim Study (Chapel) (C)
6:30 - 7:30 p.m.	Rastafarian (Room 1) (C)
6:30 - 7:30 p.m.	Jehovah Witness (Room 2) (V)
7:30 - 8:30 p.m.	Protestant Service (Chapel) (C)
7:30 - 8:30 p.m.	Nation of Islam Study (Room 1) (C)

Thursday – Jueves

12:30 - 3:30 p.m.	Open House
5:30 - 8:30 p.m.	Open House
6:30 - 7:30 p.m.	Spanish Evangelical Choir (Chapel) (C)
6:30 - 7:30 p.m.	Wicca (Room 1) (C)
7:30 - 8:30 p.m.	Hare Krishna (Room 2) (C)
7:30 - 8:30 p.m.	Santeria / Ausar Study (Room 1) (C)

Friday – Viernes

12:30 - 1:30 p.m.	Muslim Jumah (Chapel) (O) / (C)
12:30 - 1:30 p.m.	Nation of Islam (Room 1) (C) / (O)
5:30 - 8:30 p.m.	Open House
5:30 - 7:30 p.m.	Jewish Sabbath (Room 2) (O)
6:30 - 7:30 p.m.	Moorish Science Temple (Chapel) (O)

Saturday - Sabado

7:30 - 2:00 p.m.	Native American 1 st Saturday, (Sweat Lodge) (O) / (C)
11:30 - 3:30 p.m.	Open House
12:30 - 1:30 p.m.	Hare Krishna (Room 2)
12:30 - 1:30 p.m.	Native American 2 nd , 3 rd , 4 th Saturday (Room 1 or Outside Rec.) (O) / (C)
1:30 - 2:30 p.m.	Special Programs (Chapel)
1:30 - 2:30 p.m.	Rastafarian (Room 1) (O) / (C)
2:30 - 3:30 p.m.	Make Up

(O) - Fr. Olowin

(C) – Rev. Cooper

(V) - Volunteer

ATTACHMENT C
FEDERAL BUREAU OF PRISONS
HEALTH CARE RIGHTS AND RESPONSIBILITIES

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

Right - You have the right to health care services, in accordance with the procedures of this facility. Health services include medical sick call, dental sick-call, and all support services. Request for a sick call appointment are made by filling out a sick call request form and placing it in the box located in the health services during normal business hours.

Responsibility - You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the institution health care staff, to include proper use of medications, proper diet, and following the instructions of your health care provider.

Right - You have the right to be offered the chance to obtain a "Living Will" (at your expense), or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient of a hospital.

Responsibility - You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

Right - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.

Responsibility - You have the responsibility to maintain your health and not endanger yourself, or others, by participating in activity that could result in the spreading or catching of an infectious disease.

Right - You have the right to know the name and professional status of your health care providers.

Responsibility - You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

Right - You have the right to be treated with respect, consideration, and dignity.

Responsibility - You have the responsibility to treat staff in the same manner.

Right - You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.

Responsibility - You have the responsibility to keep this information confidential.

Right - You have the right to be examined in privacy.

Responsibility - You have the responsibility to comply with security procedures.

Right - You have the right to obtain certain releasable portions of your health records.

Responsibility - You have the responsibility of being familiar with the current policy to obtain these records.

Right - You have the right to address any concern regarding your health care to any member of the institution staff including physicians, the health service administrator, the members of your unit team, and the warden.

Responsibility - You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open house, or the accepted inmate grievance procedures.

Right - You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribed health care provider.

Responsibility - You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other persons, or accept from any other persons, medication or other prescribed items.

Right - You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy diet.

Responsibility - You have the responsibility to eat healthy and not abuse or waste food or drink.

Right - You have the right to request a routine physical examination, as defined by Bureau of Prisons' policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year.)

Responsibility - You have the responsibility to notify medical staff that you wish to have an examination.

Right - You have the right to dental care as defined in the Bureau of Prisons' policy to include preventative services, emergency care, and routine care.

Responsibility - You have the responsibility to maintain your oral hygiene and health.

Right - You have the right to a safe, clean, and healthy environment, including smoke free living areas.

Responsibility - You have the responsibility to maintain the cleanliness and safety in consideration of others.

Right - You have the right to refuse medical treatment in accordance with Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill effects of refusing medical treatment.

Responsibility - You have the responsibility to notify health services regarding any ill effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

Right - You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.

Responsibility - You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.

ATTACHMENT D
FCI MCKEAN, PA.
ADMINISTRATIVE /DISCIPLINARY SEGREGATION
RULES AND REGULATIONS

1. The Special Housing Unit is comprised of a disciplinary segregation and administrative detention unit.
2. You will be required to maintain your cell in an orderly and sanitary condition. Cell lights will be turned on at 7:00 a.m. and turned off at 10:00 p.m. Beds are to be made neatly by 8:00 a.m. Monday thru Friday. You may lie down on top of your made bed after your room is inspection ready. Failure to comply will result in an incident report.
3. Inmates are required to clean their cells three times per week. Staff will issue the cleaning supplies. The Officer will inspect the cell. Any inmate not maintaining a high degree of sanitation will be subject to disciplinary action. Nothing may be taped, glued, or stuck to the wall or light fixture within the cell. You are not permitted to write on the walls, ceilings, or beds.
4. Clothing will be exchanged three times per week during shower periods. All clothing items will be exchanged on a one for one basis.
5. Inmates will receive one initial issue from their personal property upon admittance into the Special Housing Unit. After your property is inventoried, you will be provided with a form to complete that lists what items you may have. Inmates will not be allowed further access into their property. Any access to the property for Legal Materials will be accomplished via Cop-Out through the Unit Team which will verify the legal status of the case as being current. Within your cell, you are allowed to possess one cubic foot of legal material for current cases only. The Unit Team member will come to SHU, along with the Property Officer, and will assist you in retrieving any Legal Materials pertinent to the CURRENT CASE ONLY.
6. The following personal items will be distributed twice per week; writing paper, pencils, tooth powder, envelopes, cop-outs, soap, shaving cream, and toothbrushes. These items will be issued on a one-for-one basis. All personal hygiene items must be purchased through the commissary while in the SHU.
7. All food items that are given to you in the Special Housing Unit will be surrendered at the end of the meal. This includes all uneaten food items (fruit etc), trays, cups, utensils, condiments, etc. One plastic cup will be issued to each inmate in the special housing unit. This cup will be used for all liquids during an inmates stay in SHU.
8. Recreation will normally be offered Monday through Friday. You will be offered inside or outside recreation. If the weather or staffing does not permit outside recreation, all ranges will be offered inside recreation. NOTE: Your bed has to be made as well as your cell cleaned prior to going to recreation.
9. Showers will be given to each inmate three times a week based on the range they live on. This will be done on alternating days. Evening watch is responsible for conducting all showers.
10. The E/W Officers will pass out commissary request forms and collect them on the day before commissary. The commissary request forms will be forwarded to the Segregation Lieutenant for approval. The Segregation Lieutenant will then forward them to the commissary.
11. Inmates housed in Administrative Detention will be allowed one telephone call every seven days from the date they entered the Administrative Detention status. Inmates housed in Disciplinary Segregation status will receive a phone call every 30 days from the date they entered Disciplinary Segregation status. The duration of the calls will be 15 minutes only. All legal calls will be requested through the Unit Team via a Cop-Out.
12. To use the law library, an inmate must submit a cop-out (Inmate to Staff Request Form) to the unit officer. Only one inmate at a time will be allowed in this area and then for only one hour at a time. The law library is for LEGAL WORK ONLY.
13. All inmate bedding and linen will be exchanged once each week. This will take place during one of the scheduled shower days.
14. The inmate barber will cut hair in Segregation one day a week (Sunday). Those inmates wanting haircuts must submit a Request to Staff Member (Cop-Out) to the Segregation Lieutenant. Inmates may receive one haircut every 30 days.
15. At a maximum of every 21 days, you will be randomly rotated to various cells. Cell moves are at staffs discretion within the unit.

16. Inmates are permitted to possess five paperback books obtained from the book cart. Additionally, you are authorized one current magazine and newspaper. These items are a one for one exchange.
17. You are required to wear the Special Housing Unit Orange Jumpsuit any time you exit your cell.
18. Unit Officers will not pass any items from one inmate to another inmate, nor will they be allowed to give personal property to other inmates.
19. Blankets, sheets, pillow cases, and clothing will not be torn or altered. Destruction of government property will result in an incident report.
20. Banging and kicking of cell doors is prohibited. Inmates will not yell at staff or other inmates. Special Housing is considered a quiet unit.
21. A clear radio with ear buds is authorized while housed in administrative detention in SHU.
22. The duress alarms in the cells are only for use in case of an emergency.
23. Approved religious headwear is authorized in SHU.
24. Failure to comply with any of the above mentioned rules may result in an incident report being written.

ATTACHMENT E
PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence	
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	C. Disciplinary Transfer (recommend).
105	Rioting	D. Disciplinary segregation (up to 60 days).
106	Encouraging others to riot	E. Make monetary restitution.
107	Taking hostage(s)	F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	
198	Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.	

CODE	PROHIBITED ACTS	SANCTIONS
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.	Sanctions A-G

HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions--without violence.	
201	Fighting with another person	
202	(Not to be used)	
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	
205	Engaging in sexual acts	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or a mask	
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	
209	Adulteration of any food or drink	
210	(Not to be used)	
211	Possessing any officer's or staff clothing	
212	Engaging in, or encouraging a group demonstration	
213	Encouraging others to refuse to work, or to participate in a work stoppage	
214	(Not to be used)	
215	Introduction of alcohol into BOP facility	
216	Giving or offering an official or staff member a bribe, or anything of value	
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	

CODE PROHIBITED ACTS

219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	A. Recommend parole date rescission or retardation.
221	Being in an unauthorized area with a person of the opposite sex without staff permission	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	C. Disciplinary Transfer (recommend).
298	Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.	D. Disciplinary segregation (up to 30 days).
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.	E. Make monetary restitution.
		F. Withhold statutory good time
		G. Loss of privileges: commissary, movies, recreation, etc.
		H. Change housing (quarters)
		I. Remove from program and/or group activity
		J. Loss of job
		K. Impound inmate's personal property
		L. Confiscate contraband
		M. Restrict to quarters

SANCTIONS

Sanctions A-M

MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	
302	Misuse of authorized medication	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	
304	Loaning of property or anything of value for profit or increased return	
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
306	Refusing to work, or to accept a program assignment	C. Disciplinary Transfer (recommend).
		D. Disciplinary segregation (up to 15 days).
CODE	PROHIBITED ACTS	SANCTIONS
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	E. Make monetary restitution.
308	Violating a condition of a furlough	F. Withhold statutory good time.
309	Violating a condition of a community program	G. Loss of privileges: commissary, movies, recreation, etc.
310	Unexcused absence from work or any assignment	H. Change housing (quarters).
311	Failing to perform work as instructed by the supervisor	I. Remove from program and/or group activity.
312	Insolence towards a staff member	J. Loss of job.
313	Lying or providing a false statement to a staff member.	K. Impound inmate's personal property.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	L. Confiscate contraband.
315	Participating in an unauthorized meeting or gathering	M. Restrict to quarters.
316	Being in an unauthorized area	N. Extra duty.
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	

319	Using any equipment or machinery contrary to instructions or posted safety standards	SANCTIONS
320	Failing to stand count	Sanctions A-N
321	Interfering with the taking of count	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	

CODE PROHIBITED ACTS

331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)
332	Smoking where prohibited
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).
398	Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended). (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	(Not to be used)	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job.
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	
410	Unauthorized use of mail (Restriction or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(may be categorized and charged in the terms of greater severity, according to the nature of the unauthorized use; the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	

CODE	PROHIBITED ACTS	SANCTIONS
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	K. Impound inmate's personal property. L. Confiscate contraband.
498	Interfering with a staff member in the performance of duties. Conduct must be of the Low Mode-rate Severity nature.) This charge is to be used only when another charge of low moderate severity if not applicable.	M. Restrict to quarters. N. Extra duty. O. Reprimand.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.	P. Warning.

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.]

Inmates found in possession of an electronic communication device or any related equipment may be charged with a violation of Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Code 199 most like Code 108, and will be subject to available sanctions if found to have committed the prohibited act.

FCI MCKEAN INCENTIVE-ACHIEVEMENT AWARDS FOR LITERACY

Graduates of the literacy program (GED), English as a Second Language (ESL), or Vocational Training (Marketable or Apprentice), may be eligible to receive an incentive award of 25.00. Students must participate in class for a minimum of thirty days to be eligible to receive the 25.00 award. Literacy students who achieve 8.0 in the reading and math sections of the ABLE exam will receive a certificate of achievement. Incentive awards will not be given to inmates who are in FRP refuse status at the time of the program completion.

FCI MCKEAN RECREATION DEPARTMENT

The goal of this department is to make available as many structured programs as possible. These programs afford inmates the opportunity to attain the exercise needed for a healthier lifestyle, and the enjoyment of participating with others in organized activities.

RECREATION DEPARTMENT FACILITIES**RECREATION YARD:**

Blacktop Basketball Courts - 2
 Boccie Courts - 2
 Handball/Racquetball Courts - 4
 Horseshoe Pits - 2
 Jogging Tracks - 2
 Sandpit Volleyball Court
 Sports Field: Softball, Soccer, & Flag Football

GYMNASIUM:

Basketball Court (Full or 2 halves)
 Badminton Court
 Handball/Racquetball Courts - 2
 Walking/Jogging Area
 Volleyball Court
 Indoor Soccer

HOBBYCRAFT CENTER:

Art/Ceramic Room
 Kiln/Mold Room
 Leather Room
 Spray Room

RECREATION ROOM:

Card/Board Tables - 5
 Stationary Bicycles - 11
 Pull-Up Bars - 2
 Dip Station
 Ab/Back Station - 2
 Sit-Up Board
 Peg Boards - 2
 Treadmills - 2
 Stair Climbers - 2
 Elliptical Trainers - 2
 Music Practice Room - 2

MUSIC ROOM:

Drums
 Acoustic Bass
 Acoustic Guitars
 Latin Perc. Instruments
 Microphones
 Mixing Board
 P.A. Heads
 Speaker Enclosures

RECREATION PROGRAMS**INTRAMURAL PROGRAMS: (Leagues)**

Basketball (Indoor & Outdoor)
 Boccie
 Flag Football
 Handball (Indoor & Outdoor)
 Horseshoes

Racquetball (Indoor & Outdoor)
 Sandpit Volleyball (Outdoor)
 Soccer (Indoor & Outdoor)
 Softball
 Volleyball (Indoor)

NOTE: All sporting leagues will be comprised of unit based teams only. In an attempt to involve all interested inmates, the Recreation Department will advertise four (4) different leagues for those sports involving physical exertion. These leagues are defined as:

- (A)-League = Competitive
- (B)-League = Recreational
- (C)-League = Over 35 Years of Age
- (D)-League = Other (ex: 5'9" & Under Basketball League)

ATTACHMENT "F"
Con't

UNIT RECREATION: (Leagues)

Backgammon
Bridge
Chess
Checkers
Dominoes

Gin Rummy
Hearts
Pinochle
Scrabble
Spades

Prizes will be awarded to the top two (2) finishers in all structured leagues sponsored by the Recreation department.

CLASSES:

HOBBYCRAFT

Art
Ceramics
Leather

MUSIC

Bass Guitar
Drums
Guitar
Piano
Music Theory

PHYSICAL EDUCATION

Badminton
Basketball
Fitness & Health (Wellness)
N.F.P.T.
Nutrition
Referee
Soccer
Softball
Umpire
Volleyball

HOLIDAY ACTIVITIES

Throughout the calendar year, the Recreation Department will sponsor holiday tournament activities in recognition of the ten (10) federal holidays. All inmates are encouraged to participate in the scheduled tournaments. Tournaments include sporting events and card/table games. Holiday tournament schedules will be posted in all inmate access areas prior to the start of the events.

Prizes will be awarded to the top two finishers in each event.

FEDERAL HOLIDAYS

New Years
Martin Luther King's Birthday
President's Day
Memorial Day
Independence Day

Labor Day
Columbus Day
Veterans Day
Thanksgiving
Christmas

MOVIE PROGRAM

The Recreation Department shows movies over the in-house channel (98). Movies shown are selected from inmate cop-outs. No X, R, NC-17 rated movies will be shown. Two movies will be shown each Friday evening through Sunday afternoon. Movie schedules are posted in advance.

~ GENERAL RULES IN RECREATION ~

No food service whites are to be worn in the recreation area.
No food or canned drinks in any area of recreation
I.D.'s are required when checking-out equipment and tools.
No unauthorized inmates in Hobbycraft area or Music Center.
No work boots/shoes on the gym floor.

ATTACHMENT "G"

FEDERAL CORRECTIONAL INSTITUTION
MCKEAN

P.O. Box 5000 Routes 219 and 59
Bradford, PA 16701
814-362-8900

VISITING REGULATIONS

1. Visiting Hours:

FCI	FPC
Monday: 1:30 p.m. - 8:00 p.m. Visitors will not be processed between 3:00 p.m. and 4:00 p.m. nor after 7:00 p.m.	Monday: 5:30 p.m. - 8:30 p.m. Visitors will not be processed after 8:00 p.m.
Saturdays/Sundays/Federal Holidays: 8:00 a.m. - 3:00 p.m. Visitors will not be processed between 9:00 a.m. and 10:00 a.m. nor after 2:00 p.m.	Saturdays/Sundays/Federal Holidays: 8:00 a.m. - 3:00 p.m. Visitors will not be processed after 2:30 p.m.

2. Visitors - Any inmate may have up to three (3) adults and three (3) children visit at one time. Children 16 years of age and older must be on the approved visiting list and present identification upon arrival.
3. Anyone visiting at the institution must be on the inmate's Approved Visiting list or be approved in advance for a Special Visit.
4. For identification purposes, visitors will be required to present a valid driver's license or other photo identification.
5. Appropriate dress will be worn by all visitors. Due to the general and diverse types of visitors, and the fact that our Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing. The following restrictions will be used as a guideline for appropriate dress:
- No see through or provocative garments or plunging necklines will be allowed.
- Hems of dresses or shorts will be no more than four inches above the knee.
- No form fitting clothing will be allowed. Sweatshirts and pants are appropriate if they are not form fitting.
- No strapless or sleeveless clothing will be allowed.
- Footwear is required.
6. Visitors are not permitted to receive items from inmates, and inmates are not permitted to receive money or any item that is not approved through proper channels.
7. All inmates are responsible for their conduct and their visitors while in the visiting room.
8. Allowable items in the Visiting Room: You may bring one small, clear (see through) coin purse. If you have prescription medication, you will only be allowed to bring in enough to cover the time spent in the visiting room. As for baby care items, you may bring in four diapers, eight baby wipes, three clear plastic baby bottles, and four small jars of baby food. Visitors are not allowed to bring food, gifts, games, needlework, pocketbooks, reading material, mail, photographs, or toys. All unauthorized items must be left in your vehicle as we will not provide storage space for personal property at the institutions. Money may not be exchanged between a visitor and an inmate; the visitor may purchase items from the vending machines for the inmate; however, all items must be consumed in the Visiting Room. If you wish to discuss legal papers, you may do so only after the inmate with whom you plan to visit has expressed written permission from his unit team prior to your visit.

9. Physical contact - A kiss and embrace are permitted at the beginning and end of the visiting period. Heavy petting is prohibited. Filing of nails, braiding of hair, etc. are not appropriate activities in the Visiting Room. Inmates will not be permitted to mingle with guests of other inmates.
10. Supervision of Children - It is the responsibility of the inmate to control the behavior of their young visitors. Children should be under direct supervision of the inmate or adult visitor at all times.
11. FCI/FPC McKean is a no smoking institution.
12. Statutory Authority - Title 18, USC, 1791 and 3571, provides a penalty of not more than 20 years imprisonment or a fine of not more than \$250,000 for any person who introduces or attempts to introduce into or upon the grounds of a federal penal institution, or takes or attempts to take or send therefrom anything whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to Title 18, USC, 1001, visitors shall be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons entering into a federal correctional institution are subject to search. All articles are likewise subject to search.
13. Special Housing Unit - Inmates housed in the Special Housing Unit will be afforded a two hour visit in the visiting room. On duty staff will determine if conflicts exist when visitors arrive. Inmates who are in the special housing unit will receive instructions from the visiting room staff regarding seating arrangements in the visiting room;
14. Location - The Federal Correctional Institution, McKean and Satellite Camp are located in northwest Pennsylvania between Bradford and Kane. 90 miles south of Buffalo. Off route 59, 1/4 mile east of the intersection of State Route 59 and U.S. Route 219. The area is served by Buffalo Airport and Bradford Airport.
15. Parking is authorized in the parking lot adjacent to the FCI and in front of the FPC.

ANY VIOLATIONS OF THESE VISITING REGULATIONS COULD RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.

Taxi/Car Rental

No taxi service is available in the local area at this time.

Enterprise Car Rental - Bradford, PA	814-362-6500/1-800-rent-a-car
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Hertz Car Rental - Bradford, PA	814-368-9360/1-800-654-3131
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Limousine Service

Ambiance Limousine - Salamanca, NY	888-282-4959 (Toll Free)
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Munksgard Limousine Service - Warren, Pa	814-723-2670
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Olean Limousine Service - Olean, NY	877-644-5466 (Toll Free)
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Bus Service

ATA Area Transportation (Bradford)	866-282-4968 (Toll Free) 814-368-7629
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Fullington Trailways (Bradford)	800-942-8287 (Toll Free) 814-362-2450
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Mc Keirnan C L Bus Garage - Smethport, Pa	887-5811
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Special and Emergency Visits

The Warden may approve special and emergency visits. The Case Manager, in conjunction with the Captain, Executive Assistant and Associate Warden of Programs, is responsible for investigating all special and emergency visits and making a decision as to the need. Inmates shall submit to their Unit Team an "Inmate Request to Staff Member" at least one week prior to the anticipated visit.

ATTACHMENT "H"

NOTICE TO INMATES - INMATE COPAYMENT PROGRAM

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FCI McKean provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

- A. Application:** The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to copay fees.
- B. Health Care Visits with a Fee:**
1. You must pay a fee of \$2 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2 copay fee for that visit.
 2. You must pay a fee of \$2 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.
- C. Health Care Visits with no Fee:**
- We will not charge a fee for:
1. Health care services based on health care staff referrals;
 2. Health care staff-approved follow-up treatment for a chronic condition;
 3. Preventive health care services;
 4. Emergency services;
 5. Prenatal care;
 6. Diagnosis or treatment of chronic infectious diseases;
 7. Mental health care; or
 8. Substance abuse treatment.
- If a health care provider orders or approves any of the following, we will also not charge a fee for:
- Blood pressure monitoring;
 - Glucose monitoring;
 - Insulin injections;
 - Chronic care clinics;
 - TB testing;
 - Vaccinations;
 - Wound Care; or
 - Patient education.
- Your health care provider will determine if the type of appointment scheduled is subject to a copay fee.
- D. Indigency:** An indigent inmate is an inmate who has not had a trust fund account balance of \$6 for the past 30 days.

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account. If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.
- E. Complaints:** You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

ATTACHMENT "I"

INMATE PERSONAL PROPERTY LIST - NATIONAL LIMIT

AUTHORIZED FOR RETENTION & TRANSFER BETWEEN INSTITUTIONS

B = Black
W = White
BW = Black/White Combination
GRY = Gray
c = Commissary Only
I = BOP Issue

****ITEMS APPLY TO ALL INMATES UNLESS OTHERWISE NOTED****

****ITEMS PERTAINING TO FEMALES ARE REMOVED FROM THESE LISTS****

CLOTHING:

Bathrobe - W or GRY (no hoods) c (1)	Cap, Baseball - W or GRY (no logos) c (1)
Handkerchief, W c (5)	Shoes, Casual, c (1 pr)
Shoes, Shower, c (1 pr)	Shoes, Slippers, c (1 pr)
Shoes, Work, c, (1 pr), (I)	Shorts, Gym - W or GRY c (2)
Socks, Tube, (w) c (5)	Underwear - W or GRY (boxers or briefs) c (7)
Sweatpants - GRY (cotton/no logos) c (2)	
Shoes, Athletic/Specialty, B W BW (\$100 value maximum/no pumps/no pockets) court, turf, running shoe c (2 pr)	
Sweatshirt - GRY (cotton/pullover/no hoods/no logos) c (2)	
T-Shirts/Sleeveless Undershirts - W or GRY (no pockets/no logos) c (5)	

PERSONALLY OWNED ITEMS:

Address Book, c (1)	Alarm Clock (non-electric), c (1)
Bag, Athletic Tote (no logo), c (1)	Batteries (not incl. batteries stored in elec. items), c (4)
Books (hard/soft), (5)	Book/Reading Light, c (1)
Bowl (plastic/24 oz. or less), c (1)	Calendar, small, c (1)
Comb/Pick (plastic), c (2)	Combination Lock, c (1)
Cup (plastic), c (1)	Dentures (1 set)
Earplugs, c (1 set)	Envelopes, c (1 box)
Eyeglasses (no stones), (2 pr)	Eyeglass Case (2)
Eyeliners/Pencil	Hairbrush, c (1)
Hangers (plastic), c (5)	Headphones, c (1)
Jug (plastic/up to 1 gal), c (1)	Laundry Bag (mesh), c (1)
Letters (25)	Mirror (small/plastic), C (1)
Pen, Ballpoint, c (2)	Pencils, c (2)
Photo Album/Scrapbook with photos, c (1)	Photos (single-faced) (25)
Picture Frame, (clear plastic) c (2)	Playing Cards, c (2 decks)
Radio with Earplugs (walkman-type), c (1)	Shaving Bag, c (1)
Stamps (total value equivalent to 60, 1st Class), c	Sunglasses (non-reflective), c (1)
Towel (white/large), c (1)	Watchband, c (1)
Writing Tablet, c (2)	
Wedding Band (plain - no stones/white/yellow metal) (1)	
Calculator, small (electronically unsophisticated, inexpensive, non-print feature/battery or solar operated) c (1)	
Language Translator, (small, elec. unsophisticated, inexpensive, non-print feature/battery, or solar operated), c (1)	
Watch (\$100 maximum value, no stones, electronically unsophisticated, i.e., inability to send signals), c (1)	

HYGIENE ITEMS:

Dental Floss and/or Pick (unwaxed) c (1 container)
Denture Brush, c (1)
Denture Cup, c (1)
Lens Cloth, c (1)
Razor, c (1)
Sewing Kit, c (1)
Soap Dish, c (1)
Toothbrush Holder, c (1)
Tweezers (blunt tip), c (1)

Denture Adhesive, c (1)
Denture Cleaner/Powder, c (1)
Deodorant, c (2)
Nail Clippers (no file), c (2)
Scissors, Mustache - (blunt tip), c (1)
Soap, Bar, c (3)
Toothbrush, c (1)
Toothpaste, c (2 tubes)

RECREATIONAL ITEMS:

Athletic Supporter - c (2)
Gloves (fingerless/athletic), c (1)
Harmonica, c (1)
Knee Wraps, c (2)
Mouth Piece, c (1)
Softball Glove, c (1)
Tools for Bead Work, c (1)
Weightlifting Gloves, c (1)
Yarn, Embroidery, Hoops/Needles, c (1 set)

Eye Protection, c (1)
Gloves (handball), c (2)
Headbands/Sweatbands, W c (2)
Knitting/Crochet Needles, c (1) (FPC only)
Racquetballs (2 cans of 2), c (4)
Tennis Balls (can of 3), c (1)
Weightlifting Belt, c (1)
Weightlifting Wraps, c (2)

APPROVED RELIGIOUS ITEMS:

ITEMS AUTHORIZED IN RELIGIOUS AND PRACTICES, TRM, T5360.01

APPROVED MEDICAL DEVICES:

OTHER ITEMS:

Chocolate (instant) c (10 packets)
Coffeemate (jar/container, unopened) c (1)

Coffee (instant/jar/container, unopened) c (1)
Tea (instant/jar/container, unopened) c (1)

Non-perishable commissary items sealed in unopened, original containers may also be transported or shipped.